DATA REQUIREMENTS TRAINING BRIEF

Judy Hicks, NAVAIR Data Manager
AIR-1.1.2E
(301) 757-9006
Email: HicksJA@navair.navy.mil

Learning Objectives

- **Become familiar with:**
  - –DoD 5010.12-M - “Procedures for the Acquisition & Management of Technical Data”
  - –MIL-STD-963B - “DoD Standards and Practice Data Item Descriptions”
- **Learn to:**
  - –Complete a Contract Data Requirements List (CDRL) - *(DD Form 1423)*
  - –Verify/search for Data Item Descriptions (DIDs)
    - ASSIST Data Base *(source for verifying DIDs)*
    - Now listed in the Department of Defense Index of Specifications and Standards (DODISS) vice AMSDL
  - –Data Requirements Review Board (DRRB) policy/procedures

WHAT IS DATA?

- **DATA IS:**
  - Recorded information regardless of the form or method of recording required by a contract to be delivered to, or accessed by the Government

- **3 TYPES OF DATA:**
  - Administrative/Financial Data
    - Conference Minutes and Agendas, Meeting and Minutes Reports, Milestone Charts
    - Performance and Cost Report, Cost Breakdown Structure Summary Report, Cost Data Summary Report, etc.
  - Management Data
    - Contractor's Progress, Status & Management Report, Contractor's Corrective Action Plan, Program Progress Report, Transition Plan, etc.
  - Technical Data
    - Drawings, Specs, Standards, Manuals, Tech Reports, etc.

DATA ITEM DESCRIPTIONS (DIDs)

- **DIDs:** Documents approved by the Department of Defense that describe the format and content of data requirements.
  - **Acquisition Streamlining and Standardization Information System (ASSIST)/DODISS:** Listing of source documents and data item descriptions which have been approved for **repetitive** contractual application in DoD acquisitions and those that have been canceled or superseded.
  - **One-Time DID:** A DID approved by a NAVAIR Data Manager (AIR-1.1.2E) for one-time use, which is associated with a unique data requirement applicable to a single contract.

TAILORING DIDs

- **Tailoring of Data Requirements:** Tailoring is the process of focusing on obtaining only minimum essential data. Tailoring shall be accomplished by deleting requirements from the approved DID or source documents (i.e., paragraphs, sentences, or words) that are not needed or not applicable to the acquisition and specifying in Block 16 of the DD Form 1423, those portions of the DID, or other data acquisition document, which are or are not applicable to the specific acquisition.

DATA ITEM DESCRIPTIONS (Cont'd)

- **WHY DIDs ARE REQUIRED?**
  - Promotes uniformity
  - Minimizes misunderstanding of data requirements between government and contractors
  - Describes the data preparation instructions
  - DIDs are documents approved by DoD that describe the format and content of data requirements
  - Provide a specific, clearly identified location of all data requirements in a contract
  - Per DoD 5010.12-M policy and procedures

Contract Data Requirements List (CDRL)

- **CDRL (DD Form 1423):**
  - The standard format to get data from the contractor to the government
  - Relates data requirements BACK to a Section B line item
  - Is **ALWAYS** an exhibit in the contract, not an attachment (per DFARS 204.7101)
  - Entries must be made in blocks 1, 2, 4-12, 14-15. If not applicable, insert N/A to indicate blocks were not overlooked
  - At a minimum, the 1st page of each exhibit shall have the reverse side of the form. Only one Data Item Description (DID) is allowed for each CDRL
  - ALL CDRLs must have page numbers at bottom of form, *e.g. Page 1 of 8 , Page 2 of 8 for each exhibit*

EXHIBIT

- **EXHIBIT is:**
  - A document, referred to in a contract, which is attached and establishes requirements for data deliverables
  - Use only alpha characters to identify exhibits
  - Alpha characters shall be either single or double capital letters
  - Exhibit letters (A – Z and AA - AZ, etc) are assigned to the CDRL as established in Section B
  - **Do not** use the letters I or O

Refer to : **Defense Federal Acquisition Regulation Supplement (DFARs) - Part 204.7105**

EXHIBITS (cont'd)

- Exhibit Line Items: Use a four position number
- 1st position or 1st & 2nd position contain the exhibit identifier, example below:

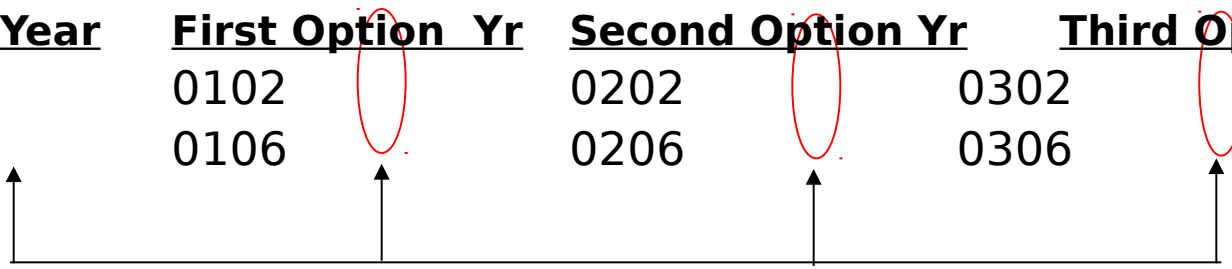
Base Year	First Option Yr	Second Option Yr	Third Option Yr
A001	AA01	AB01	AC01
A002	AA02	AB02	AC02
A003	AA03	AB03	AC03
A004	AA04	AB04	AC04
A005	AA05	AB05	AC05
A006	AA06	AB06	AC06
A007	AA07	AB07	AC07
A008	AA08	AB08	AC08
A009	AA09	AB09	AC09
A00A	AA0A	AB0A	AC0A
A00B	AA0B	AB0B	AC0B

Data Requirements in Section B

- Ensure each data requirement relates to a Section B line item
- Contract Line Item Number (CLIN)
  - Use a four position number, i.e., 0001 through 9999.
  - Do not use numbers beyond 9999.

Example of Data Line Item numbering in Section B:

Base Year	First Option Yr	Second Option Yr	Third Option Yr
0002	0102	0202	0302
0006	0106	0206	0306



Enter the Data Item Number established in Section B

Enter contract exhibit letter assigned to the CDRL in Section B

Check Appropriate Block
TDP = Refer to MIL-DTL-31000B
TM =Manual itself or associated DID which support the TM

OR

Cite the middle four letters of the DID in Block 4

CONTRACT DATA REQUIREMENTS LIST *(1 Data Item)*	*Form Approved OMB No. 0704-0188*

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302 and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. Listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TDP	TM	OTHER
0002	A			MGMT

D. SYSTEM/ITEM	E. CONTRACT/PID NO.	F. CONTRACTOR
Weapon/Section/Component	N00019-02-P1-MB028	N/A

Enter the System or Item being acquired that the data will support

Enter Contract Number, if known, *OR* the PID #

Enter Contractor's name or N/A if unknown

Enter Exhibit Line Item # (see DFARS 204.7105(c) , i.e., A001-A009

Enter the title of the DID cited in Block 4 - Title ***MUST*** be identical to the title of the DID (see Chap 3 of DoD 5010.12-M)

OPTIONAL. Enter a subtitle if you need further clarification, if not enter N/A

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A001	Contractor's Progress, Status and Management Report	Monthly Status Report
DI-MGMT-80227 (See Blk 16)	5. CONTRACT REFERENCE: SOW, Para. XXX	6. REQUIRING OFFICE: PMA-XXX

Enter DID Number that defines the format & content requirements for the data item listed in Block 2

Enter paragraph # in the Statement of Work (SOW) that cites the data requirement

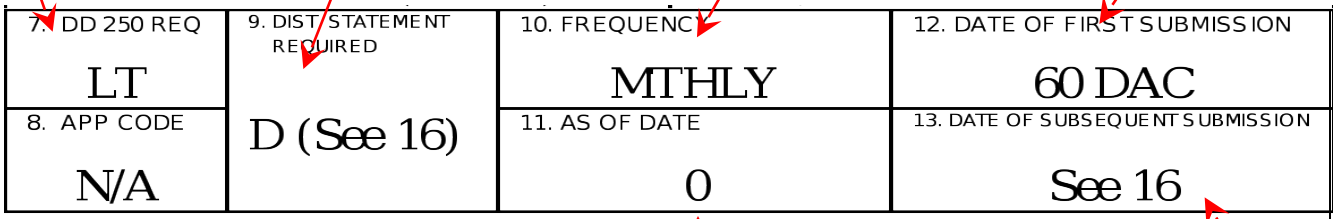
Enter the Technical office responsible for the adequacy of the data item

Enter A, B, C, D, E, F, or X distribution to be marked on the data by the Contractor. (See DoD 5230.24 & Chap 4 of DoD 5010.12M)

Enter Frequency Code to specify frequency of submittals.

Enter the initial submission date (See Chap 3 of DoD 5010.12-M

Enter applicable code (See DoD 5010.12M, Chap 3)



APPROVAL CODE:

- Data requiring advance written approval prior to distribution of final data, enter: "A"
- For TDPs & TMs, always enter: "A"
- If approval is not required, enter: "N/A"

- If data is submitted only one time, enter "As of Date" y/m/d
- "0" means at end of each month, qtrly, etc.
- "15" means, 15 days before end of each month, qtrly, etc.
- Multiple times, enter the # of calendar days before the end of the reporting period established in Block 10

If data is submitted more than once, enter the dates(s)

DO NOT USE CLASSIFIED DATES

Use Block 16 to provide any additional information for Blocks 1-15, such as, DID Tailoring, use contractor format, etc.

Enter addressees and number of draft/final copies to be delivered to each addressee

16 REMARKS

Block 4: Contractor format is acceptable.
Reference to Military Standards and Specifications will be used for guidance only.

Block 9: Apply and use distribution statements in accordance with (CDRL supplemental section or Attachment #__)

Block 13: Subsequent submission due 5 days after end of the month.

14. DISTRIBUTION			
a. ADDRESSEE	b. COPIES		
		Final	
	Draft	Reg.	Repro
PMA-XXX	1	1	0
15. TOTAL	1	1	0

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE

DD Form 1423-1 JUN 90
1007/183

Previous editions are obsolete.

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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

Block 17 & 18 are completed by the bidder or offeror.

Program Manager or designated representative must sign & date.

OPSEC POC: Don Traeger (AIR-7.4.3)

Enter name, signature & date of person responsible for preparing the CDRL

Add each column to total the copies required

Number the pages, i.e., 1 of 8, 2 of 8)

DATA REQUIREMENTS REVIEW BOARD (DRRB)

- **Policy and Procedures:**
  - DoD 5010.12-M - “Procedures for the Acquisition and Management of Technical Data” of 14 May 93
  - NAVAIRINST 4200.21C - “Naval Aviation Systems Team Data Requirements Review Board” of 29 Jun 95
- **Formal** DRRB is required for procurements over $5M
- **Informal** DRRB should convene for procurements ≤ $5M

DATA REQUIREMENTS REVIEW BOARD (DRRB) (cont'd)

- **Purpose**: **To ensure all data ordered is REQUIRED in accordance with the SOW and that any unnecessary data is <u>NOT</u> procured.**
  - Review entire PID to ensure data is in concert with the entire document
  - Ensure only essential and minimum data is acquired
  - Data is clearly defined
  - To evaluate the need for each data request
  - Verify all DIDs referenced are current in ASSIST/DODISS
  - Ensure data requested is identified in the (SOW)
  - Ensure each data CLIN has an assigned exhibit
  - Ensure the correct sequence numbers are assigned
  - Delivery dates are specified on the DD Form 1423

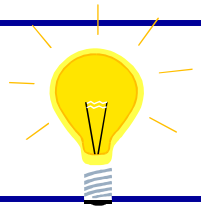
DATA REQUIREMENTS REVIEW BOARD (DRRB) (cont'd)

- The PM should:
  - Determine the appropriate members of the DRRB
  - Establish Standard Operating Procedures for the DRRB
    - Identify who will chair the DRRB
    - Outline each members responsibilities (be specific)
    - Include an Organization Chart with POC's name and title of each member
    - Record minutes and track action items
    - Copy of those minutes should be distributed to the members
  - Ensure Standard Operating Procedures is signed by the PM and approved by AIR-1.1.2

DATA REQUIREMENTS REVIEW BOARD (DRRB) (cont'd)

- **DRRB Members:**
  - Chairperson (PM or authorized designee)
  - Vice Chairperson (DPM or authorized designee)
  - Secretariat/Co-chairperson (usually the Data Manager)
  - Possible board members may include:
    - Contracts
    - Counsel
    - Logistics
    - Configuration Manager
    - Business Financial Manager
    - Engineering
    - Training
    - Security (AIR-7.4)

    Some cases, the end user of the data (i.e., depot activities)



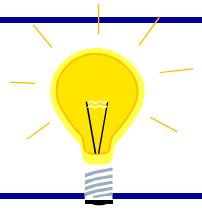
HELPFUL RESOURCES!

- **ASSIST web site: http://assist.daps.dla.mil/online/start/**
  - A source for verifying Data Item Descriptions (DIDs) which have been approved for repetitive contracts and those that have been canceled/superseded.
  - Department of Defense Index of Specifications and Standards (DODISS)

- **DoD 5010.12-M "Procedures for the Acquisition and Management of Technical Data"**

  Everything you ever want to know and MORE!

  - Instructions on filling out CDRLs (DD From 1423)
  - Applicable codes to use in CDRLs
  - Distribution statement codes
  - Data Requirements Review Board (DRRB)



HELPFUL RESOURCES! – (cont'd)

- **NAVAIRINST 4200.21C - "Naval Aviation Systems Team Data Requirements Review Board" of 29 Jun 95**
  - Establishes DRRB policy and procedures
- **MIL-STD-963B "DoD Standards and Practice Data Item Description" - establishes procedures for preparing DIDs**
  - One-Time, New and/or Revised DID
- **DFARs "Defense Federal Acquisition Regulations Supplement"- See 204.7105**
  - Examples of Numbering Exhibits and Attachments
- **Procurement Initiation Document (PID) Guide**
  - Wealth of INFORMATION, including step by step instructions to complete a CDRL, DID numbering system, checklist to verify exhibits/data requirements for completeness, etc.

Important Websites

- ASSIST (DIDs/Specification & Standards)*:* *http://assist.daps.dla.mil/online/start/*
- DoD 5010.12-M and DoD STD-963B: *http://www.dtic.mil/whs/directives/*
- NAVAIR Instructions: *https://directives.navair.navy.mil/*
- PID Guide, August 1997, Ed.: *http://www.navair.navy.mil/air10/air11/index.htm*
- Defense Federal Acquisition Regulation Supplement: *http://www.acq.osd.mil/dp/dars/*

THE END

Forward your comments/recommendations or questions to:

hicksja@navair.navy.mil